

Selection Processing Division/OVS/DDA

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The United States of America



Central Intelligence Agency

## Citation

SELECTION PROCESSING DIVISION

OFFICE OF MEDICAL SERVICES

is hereby awarded the

MERITORIOUS UNIT CITATION

in recognition of the outstanding accomplishments of its members from 1981 through 1983. Responding to the needs of a vigorous recruitment drive by the Office of Personnel, their loyal and dedicated efforts resulted in the highest volume of applicant testing and medical evaluations in the history of the Office of Medical Services. Their cooperative spirit, devotion to duty, professionalism and commitment to excellence justly earned the respect and admiration of all those with whom they are associated. The distinguished performance and exceptional achievements of the employees of the Selection Processing Division uphold the finest traditions of the Directorate of Administration and are truly worthy of commendation and honor.

Serial No. _____	RECOMMENDATION FOR HONOR AND MERIT AWARD		Case No. _____
Name of Employee <del>Assignment Branch, Psychological Services Div.</del> <del>Selection Support Branch, Psychiatric Div.</del> <del>Selection Processing Div.</del>		Grade _____	Office of Assignment <b>OMS/DDA</b>
Date Form 500 Received <b>2 April 1984</b>	Award Recommended <b>MUC</b>	Type <b>A</b>	
Date Security Approval Requested: _____ Received: _____		Custody	Released
Date of HMAB Approval		Award Approved	
Date of DCI Approval		Award Approved	
Retirement Date		Retirement System	
Ceremony Brief	Date Guests List Received	Date HMAB Ceremony	
Date Photographs Forwarded	Previous awards if any:		
Comments: <b>Photos sent for signature on 3 Jan 85</b> 1. 3 Jan 85- "To [redacted], on behalf of the Agency I congratulate and thank everyone in SPD for your contributions to the Agency's mission." <b>/s/ Harry Fitzwater</b> 2. 3 Jan 85- "To [redacted] on behalf of the Agency I congratulate and thank everyone in SSB for your contributions to the Agency's mission." <b>/s/ Harry Fitzwater</b> 3. 3 Jan 85- "To [redacted] On behalf of the Agency I congratulate and thank everyone in AB for your contributions to the Agency's mission." <b>/s/ Harry Fitzwater</b>			

Sent to awardee 1/7/85

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MERITORIOUS UNIT CITATIONS

- 1.) Assessment Branch, Psychological Services Division/
- 2.) Selection Support Branch, Psychiatric Division /
- 3.) Selection Processing Division /

NAME OF UNITS: \_\_\_\_\_ / OMS/DDA

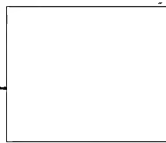
COMPONENT/DIRECTORATE RECOMMENDING AWARD: Support Div/OMS

DATE RECEIVED IN PB: 2 April 1984 BY: cz

TO C/PB: Log in green approval folder Done 5/1/84  
Order Certificate from OTS Done 5/2

TO DEBBIE:  
Log in MUC Notebook 3 April 1984  
Make File i

TO DC/PB for Information



5/1/84

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TO Charleen/Carolyn/Debbie

Prepare Memo for the Record for OPF 5-2-84  
Prepare Notification Memorandum 5-2-84

TO C/PB for Release \_\_\_\_\_

TO Charleen/Carolyn/Debbie to File in "Pending Presentations"

Upon Receipt of "Return Copy":

TO CHARLEEN to attach "Ceremony Checklist"

TO C/PB

**CONFIDENTIAL**

13 August 1984

MEMO FOR: ExDir

FROM:

[redacted]  
Chief, Protocol Branch

SUBJECT: Presentation of Awards

25X1

We are ready to schedule presentation of the following awards and wish to determine the level of presentation:

- (1) CIM to [redacted] GS-14, DDO/IAD, 1965-1984, retired.

25X1

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

- (2) CIM to [redacted] GS-15, DDA/OS, 1956-1984, retired.

25X1

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

- (3) CIM to [redacted] GS-14, DDS&T/FBIS, 1952-1983, retired.

25X1

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

- (4) MUC for three OMS components (two ceremonies involved): Selection Processing Division; Selection Support Branch of the Psychiatric Division; Assessment Branch of the Psychological Services Division, 1981-1983.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

- (5) IMM to [redacted] SIS-3, DDA/OC, 1970-1981, resigned.

25X1

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

25X1

— *hand***CONFIDENTIAL**



**CONFIDENTIAL**

ADDENDUM:

(1) CIM to [REDACTED], GS-15, DDS&T/OSO, 1949-1984, 25X1  
retired.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

(2) CIM to [REDACTED] GS-14, DDS&T/OSO, 1955-1984, 25X1  
retired.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

**CONFIDENTIAL**

**CONFIDENTIAL**

1 August 1984

MEMORANDUM FOR: DDCI

FROM:

[ ]  
Chief, Protocol Branch

25X1

SUBJECT: Presentation of Awards

1. In an earlier list of awards we are about to present, I asked if you would like to present the CIM to [ ] GS-13, OD&E officer, for his service from 1965-1984. You indicated that we should ask ExDir. In a conversation with [ ] from my office, Mr. Hill asked if you could present the award since you hired him into DDS&T. Do you wish to change your mind and present the award? Yes ☒ No, still ask ExDir ☐

25X1

25X1

2. We are about ready to present the following awards and wish to determine the level of presentation:

- a. Meritorious Unit Citation for three OMS components (two ceremonies involved): Selection Processing Division; Selection Support Branch of the Psychiatric Division; Assessment Branch of the Psychological Services Division

DDCI ☐ ExDir ☒

- b. Meritorious Unit Citation for the [ ] FBIS

25X1

DDCI ☐ ExDir ☒

- b. Meritorious Unit Citation for the Energy Issues Branch/OGI

DDCI ☒ ExDir ☐

- c. Career Intelligence Medal for [ ] GS-14, FBIS, July 52-December 1983.

25X1

DDCI ☐ ExDir ☒

- d. Career Intelligence Medal for [ ] GS-15, DDA/OS, 1956-1984

25X1

DDCI ☐ ExDir ☒

- e. Career Intelligence Medal for [ ] GS-13, DDA/Log (Chief of Central Processing Branch), 1955-1984;

25X1

DDCI ☒ ExDir ☐**CONFIDENTIAL**

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HONOR AND MERIT AWARDS CEREMONY

DCI Conference Room - 7 D 64

Monday, 5 November 1984

11:30 a.m.

Presentation by Mr. Harry E. Fitzwater  
Deputy Director for Administration

MERITORIOUS UNIT CITATION

Selection Support Branch, Psychiatric Division

[ ] - accepting

25X1

Assessment Branch, Psychological Services Division

[ ] - accepting

25X1

Selection Processing Division

[ ] - accepting

25X1

Officials and Guests

Mr. Charles A. Briggs

Mr. James H. McDonald

Mr. James V. Hirsch

[ ]

25X1

Mr. Robert W. Magee

[ ]

25X1

Recipients

[ ]

25X1

25X1

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**MEMORANDUM FOR: DDA**

Attached is background for your presentation of the Meritorious Unit Citation to three QMS units at 1130 on Monday, 5 November. (Selection Processing Division and Psychiatric Division have become one unit since the recommendations were submitted.)

Three awards will be presented, yet only one citation will be read. Please see scenario which is attached.

You may wish to invite DD/OMS to join each recipient for a second photograph.

STAT

*for*



Date

**SUPPORTING DATA FOR MERITORIOUS UNIT CITATION**  
**ASSESSMENT BRANCH, PSYCHOLOGICAL SERVICES DIVISION**

The Office of Personnel (OP) opened an aggressive recruiting drive on behalf of the Agency in the latter part of FY81. The vigor with which OP pursued its goals was reflected in the fact that the testing and assessment activities of the Assessment Branch, Psychological Services Division (AB/PSD) increased some 36% from FY81 to FY82 and another 36% from FY82 to FY83. The overall change in screening workload handled by AB/PSD in FY83 vs. FY81 amounts to an 83% increase in production.

In June, 1983, the AB/PSD effort was refocused, and in fact intensified, through the added requirement of "up-front screening"... i.e., the review and evaluation of test results for all professional-level applicants immediately after field-testing and prior to OP's decision to institute formal processing. Solely in terms of applicant testing, the previous record number of test results processed by AB/PSD in FY83 was already broken by mid-August, 1984.

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Despite the increase in quantity, the quality of AB/PSD's product has been maintained. This attainment is a tribute to the loyalty, hard work and pursuit of excellence shared by all AB/PSD personnel. Special note should also be taken of the unrelenting technical and computer-related support given by members of the Research Branch/PSD, without which the AB effort could not have succeeded. PSD is fortunate to have such outstanding employees, who bring credit on themselves, the Office of Medical Services, and the Agency.

4 October 1984

MEMORANDUM FOR: D/MS  
FROM: C/SPD  
SUBJECT: SPD Unit Citation - proposed remarks

1. Selection Processing Division is being recognized today for its dedicated excellent performance from 1981-1983.

Each year during this time frame production has increased. For example, [ ] applicants were screened in FY81 and by FY83 that figure was [ ] a 39.3 percent increase. In fact figures available for FY84 show that [ ] applicants were screened, a 77.5 percent increase from FY81. Truly a remarkable demonstration of good management, dedicated employees, and a positive "can do" attitude.

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2. Not to be forgotten is the fact that this was accomplished while other vital functions were also in process. This includes the important areas of

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3. The recognition that Selection Processing Division is receiving today is in reality shared by all of OMS, since people from other divisions were also involved from time to time in SPD activities with support given whenever required.

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[ ]  
Chief/Selection Processing Division

~~SECRET~~

1 October 1984

MEMORANDUM FOR: Robert A. Ingram, M.D.  
Director/Medical Services

VIA : [REDACTED]  
Chief/Selection Processing Division

25X1

[REDACTED]  
Executive Officer/Medical Services

25X1

FROM : [REDACTED]  
DC/Selection Processing Division

25X1

SUBJECT : Remarks for Unit Citation Ceremony

1. In mid-1981 the Office of Personnel began an intensive recruitment drive. The resulting increase in applicants for psychiatric processing can be seen in the numbers of applicants handled in three typical consecutive previous years as compared with the number handled during the three years of work honored by the meritorious unit citation. For example, during 1976-77-78, a total of [REDACTED] applicants were processed; during 1981-82-83 a total of [REDACTED] applicants were processed, an increase of [REDACTED] 64 percent more. Not easily seen in the raw numbers is the associated explosion in the numbers of ancillary aspects of processing; the exponential increase in phone calls, Panel cases, additional medical information requests, scheduling of consultants, liaison activities with the Offices of Security and Personnel, preparation of disqualification memoranda, and unceasing contacts with the OMS front office. In short, the SSB staff, everyone of them, worked indefatigably, not only to process the huge numbers of applicants but also to maintain psychiatric standards and to conduct all their proceedings in a professional atmosphere and with a professional demeanor; moreover, during the time frame being cited, SSB handled all its other duties in unflagging fashion.

25X1

25X1

2. The importance of the group's contribution to the Agency is that the Agency, a relatively very small government organization, had the human resources made available to carry out its critical intelligence function for the nation and could know that, within the limits possible, this surge of new employees could be considered as emotionally and as mentally competent to be entrusted with the nation's secrets and to carry out their vital duties as their more senior colleagues. Also, because a professional aura was maintained despite the tremendous applicant numbers processed, the high quality image of the CIA in its dealings with the public was maintained.

25X1

~~SECRET~~

RETURN COPY

84-1296

02 MAY 1984

MEMORANDUM FOR: Director of Medical Services

VIA: Deputy Director for Administration

FROM:

Executive Secretary, Honor and Merit Awards Board

STAT

SUBJECT: Meritorious Unit Citations -  
 Assessment Branch, Psychological Services Division  
 Selection Support Branch, Psychiatric Division  
 Selection Processing Division

1. The Deputy Director for Administration has approved award of the Meritorious Unit Citation for Assessment Branch/PSD/QMS/DDA, Selection Support Branch/PB/QMS/DDA, and Selection Processing Division/QMS/DDA. A copy of the memorandum which has been placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of their award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award.

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## Attachments

Awardee notified of award on

7/2/84

STAT

Comments:

*Please Note*  
 SPD + SSB/PB have been combined  
 to form one division.  
 is the chief of SPD. The Director of QMS  
 would like to be present at these presentation.  
 RETURN COPY

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02 MAY 1984

MEMORANDUM FOR: Director of Medical Services

VIA: Deputy Director for Administration

FROM:  25X1  
Executive Secretary, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citations -  
Assessment Branch, Psychological Services Division  
Selection Support Branch, Psychiatric Division  
Selection Processing Division

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Attachments

 25X1

BSD/PB/  25X1

Distribution:

- 0 - Addressee
  - 1 - Addressee (to be returned to Protocol Branch)
  - 1 - Each OPF
  - ① - ExecSec/HMAB
  - 1 - DDA
- 
- 25X1

UNCLASSIFIED when separated  
from CONFIDENTIAL attachment

CONFIDENTIAL

C O N F I D E N T I A L

02 MAY 1984

MEMORANDUM FOR THE RECORD

FROM:

[Redacted]

25X1

Executive Secretary, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citations -

Assessment Branch, Psychological Services Division, Office of Medical Services, Directorate of Administration

Selection Support Branch, Psychiatric Division, Office of Medical Services, Directorate of Administration

Selection Processing Division, Office of Medical Services, Directorate of Administration

25X1

On 30 March 1984 the Deputy Director of Administration approved the award of the Meritorious Unit Citation for the Assessment Branch/PSD/OMS/DDA, the Selection Support Branch/PB/OMS/DDA, and the Selection Processing Division/OMS/DDA, in recognition of the outstanding performance displayed by the following employees from October 1980 - 30 September 1983:

[Large empty rectangular box for list of employees]

C O N F I D E N T I A L

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CLASSIFY AS APPROPRIATE

## RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit eight copies with: description of performance or service warranting award, biographic profile; latest performance appraisal report; and unclassified citation)

25X1

1. SOCIAL SECURITY NO.			2. NAME OF PERSON RECOMMENDED (Last, First, Middle) Assessment Branch, Psychological Services Division Selection Support Branch, Psychiatric Division Selection Processing Division			3. POSITION TITLE		
4. GRADE	5. YOB	6. SD MM	7. OFFICE OF ASSIGNMENT OMS	8. EXTENSION	9. RECOMMENDED AWARD Meritorious Unit Citations			
10. INCLUSIVE DATES FOR WHICH RECOMMENDED FY 81-83					11. IF RETIRING, DATE OF RETIREMENT		12. POSTHUMOUS	
							YES	X NO
13. HOME ADDRESS (include ZIP CODE)					14. NAME OF SPOUSE		15. HOME PHONE	

Have any other persons received or been recommended for an award for this service or act?

- ☐ yes (If yes, attach list of full names and awards.)  
☒ no

	DATE 20/3/84
HEAD OF MM CAREER SERVICE (Career service of nominee)	DATE 28 MAR 1984
DEPUTY DIRECTOR OF CAREER SERVICE	DATE 3/30/84
DEPUTY DIRECTOR OF OPERATING COMPONENT	DATE 3/30/84

25X1

### REPORT OF HONOR AND MERIT AWARDS BOARD

The Honor and Merit Awards Board having considered the foregoing recommendation on \_\_\_\_\_:

- ☐ recommends approval  
☐ does not recommend approval  
☐ recommends award of

REMARKS			
APPROVED    DATE		SIGNATURE	
		TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD	
		SIGNATURE	
		TYPED NAME OF RECORDER	

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CLASSIFY AS APPROPRIATE

**Page Denied**



# CONFIDENTIAL

## OFFICE OF MEDICAL SERVICES RECOMMENDATION FOR MERITORIOUS UNIT CITATIONS

Assessment Branch, Psychological Services Division  
Selection Support Branch, Psychiatric Division  
Selection Processing Division

At mid-fiscal year 1981, the Office of Personnel began a vigorous recruitment drive. During the last six months of FY 81, the Selection Processing Division (SPD) and the Selection Support Branch, Psychiatric Division (SSB/PD) experienced a 46% increase in applicant examinations. Applicant testing throughout FY 81 in the Assessment Branch, Psychological Services Division (AB/PSD) was 84% higher than the previous fiscal year.

In FY 82 there was a further combined 58% increase of testing, selection and evaluation activities performed by AB/PSD, SPD and SSB/PD. These Office of Medical Services (OMS) components in FY 83 combined to deliver to the Agency the highest volume of testing and medical evaluations in OMS history. Overall, FY 81-83 applicant testing increased 92% and selection processing increased 28%.

With the introduction of up-front psychological testing in June 1983 and an FY 84  applicant processing goal ( applicants were processed in FY 83), we anticipate this will be another year of historical significance in OMS.

25X1

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# CONFIDENTIAL

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These are truly outstanding employees who bring credit on themselves, the Office of Medical Services and the Agency. The Assessment Branch, Psychological Services Division; Selection Processing Division; and the Selection Support Branch, Psychiatric Division, are each deserving of a Meritorious Unit Citation.

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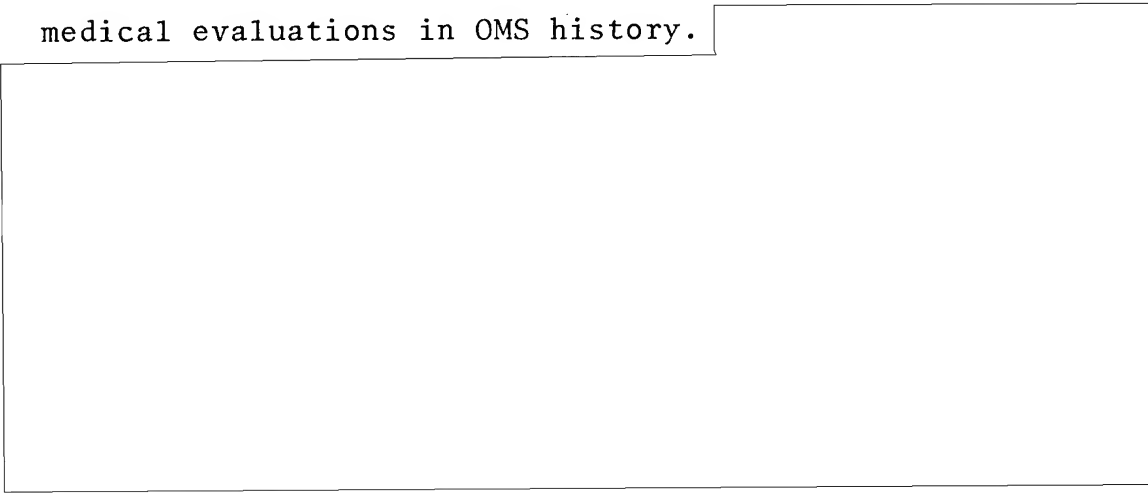
# CONFIDENTIAL

## CITATION

Assessment Branch, Psychological Services Division  
Selection Support Branch, Psychiatric Division  
Selection Processing Division

The Assessment Branch, Psychological Services Division; Selection Processing Division; and the Selection Support Branch, Psychiatric Division, Office of Medical Services, are each hereby awarded Unit Citations in recognition of the sustained superior performance of their employees since 1981.

During this period, these OMS components have delivered to the Agency the highest volume of applicant testing and medical evaluations in OMS history.



25X1

Throughout, all employees have remained loyal, hard-working and dedicated to performance excellence. The quality of their work has remained high and every request to do more, quicker and with less resources has been met.

These are truly outstanding employees who bring credit on themselves, the Office of Medical Services and the Agency.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Meritorious Unit Citations

FROM:

C/R&SD/OMS  
1D4040 Hqs

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EXO/OMS

20 MAR 1984

3/20/84

2.

DD/MS

27 MAR 1984

3/28

3.

D/MS

3/28

4.

DDA/CMO  
7C18 Hqs

5.

DDA  
7D18 Hqs

6.

Protocol Branch  
7E31 Hqs

7.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

  
 C/R&SD/OMS  
 1D4040 Hqs

EXTENSION

NO.

DATE

10/5/84

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

  
 Protocol

2.

3.

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15.

 Re: SPD, PSD & SSB/OMS remarks for  
 Unit Citation presentation on  
 5 Nov. 84.

 The D/MS has asked that I convey to  
 you our deference to your judgment  
 as to the final product of the  
 remarks submitted here.

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FORM  
1-79

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USE PREVIOUS  
EDITIONS

GPO : 1983 O - 411-632